

RESOLUTION NO. 92-208

A RESOLUTION AMENDING SECTION 18 OF THE PERSONNEL POLICY MANUAL FOR THE CITY OF DELTA, UTAH FOR THE PURPOSE OF ESTABLISHING ANNUAL LEAVE.

The City Council of the City of Delta, Utah, referred to herein as the "City Council", hereby recites the following as the basis for adopting this resolution:

A. The City Council has by Resolution 81-41 dated July 13, 1981 adopted a Personnel Policy Manual for the City of Delta, which has been amended from time to time.

B. The City Council has determined that Section 18 of the Delta City Personnel Policy Manual entitled "Annual Leave" should be amended to clarify the amount of annual leave City employees accrue based on their length of employment with the City.

C. The City Council has directed that the Personnel Policy Manual be amended to clarify said Section 18 and by this Resolution intends to adopt said amendment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Delta, Utah:

Section 1. Amendment to Section 18 of the Delta City Personnel Policy Manual. Section 18 of the Delta City Personnel Policy Manual entitled "Annual Leave" is hereby amended by deletion of the materials marked with an overstrike and by addition of the shaded material, to read, in its entirety, as follows:

Section 18. Annual Leave

A. Annual leave is intended to benefit the employee, and employees are encouraged to take annual leave in the year in which it is earned.

B. All permanent, full-time employees of Delta City with three (3) or more months of continuous employment since the date of the employee's most recent engagement (hiring date) shall be eligible for annual leave as follows:

(1) One (1) week (5 days) of annual leave after the completion of a term of employment of six (6) months.

(2) Two (2) weeks (10 days) of annual leave after the completion of employment of twelve (12) months. When terms of employment of six (6) and twelve (12) months are both completed in the same fiscal year, only two (2) weeks of annual leave shall be granted during that year.

(3) Two (2) weeks (10 days) during each fiscal^{year} after the year in which a term of employment of one (1) year is completed.

(4) Three (3) weeks (15 days) beginning with the fiscal year in which a term of employment of seven (7) years is completed.

(5) Four (4) weeks (20 days) beginning with the fiscal year in which a term of employment of fifteen (15) years is completed. ~~full-time employees of Delta City shall accrue annual leave as follows:~~

~~One week (5 days) in the first year of employment.~~

~~Two weeks (10 days) in the second through seventh year of employment.~~

~~Three weeks (15 days) in the eighth through fourteenth year of employment.~~

~~Four weeks (20 days) in the fifteenth year to retirement.~~

~~Upon hiring, an employee shall accrue annual leave on a monthly basis until said employee has completed one full fiscal year of employment (based on the City's fiscal year). Thereafter, employees will be eligible for annual leave at the beginning of each fiscal year. (See table for monthly accumulations.)~~

~~Permanent employees hired previous to the effective date of this policy shall be subject to the leave schedule previously agreed upon until their eighth year of employment, whereupon they shall adhere to the leave schedule specified above.~~

- C. An employee may elect to accumulate five (5) days of annual leave to add to the regular annual leave to be taken within three (3) months in the following year. Any annual leave in excess of five (5) working days, not taken during the year in which it is earned, will be forfeited by the employee.
- D. Vacations will be scheduled so as to meet the operating requirements of the City and, insofar as possible, the preference of the employee. Seniority, within the various departments, shall apply in case of conflict of leave schedules.
- E. An authorized City holiday shall not constitute a day of annual leave. When an authorized holiday falls within the time period of an employee's annual leave, he/she will be entitled to one (1) additional day beyond the specified annual leave period.

F. It shall be the responsibility of each department head to maintain records of annual leave used by each employee. Such records shall be turned in to the City Recorder at the end of each pay period or immediately upon the employee's termination to be placed in the employee's permanent personnel records.

Section 2. Effective Date. This resolution shall become effective upon adoption.

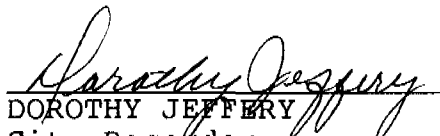
Section 3. Severability. In the event that any provision of this resolution less than the entire resolution is held invalid by a court of competent jurisdiction, this resolution shall be deemed severable and such finding of invalidity shall not affect the remaining portions of this resolution.

Section 4. Repeal of Conflicting Resolutions. To the extent that any ordinances, resolutions or policies of the City of Delta conflict with the provisions of this resolution, they are hereby amended to be in accordance with the provisions hereof.

PASSED AND ADOPTED this 10TH day of FEB, 1992.


DON DAFOE, Mayor

Attest:


DOROTHY JEFFERY
City Recorder